

**WCCS**

**DRUG ABUSE CORRECTIONAL CENTER**

**INMATE HANDBOOK – 2016**

A Spanish version of the Inmate Handbook is available upon request to staff.

[Una versión española del manual del interno está disponible a petición para proveer de personal.](#)

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## ORIENTATION TO DACC

Drug Abuse Correctional Center (DAAC) has a standardized orientation/intake process that encompasses center expectations and the code of conduct for inmates. You will be given a preliminary orientation on the day you arrive and a copy of this handbook. You will receive a more comprehensive orientation within one week after your arrival. You are required to attend the scheduled inmate comprehensive orientation, which occurs on Wednesdays at 9:00 am in the visiting room. **Bring this handbook with you.**

Special notices, policy changes, memos, etc., are posted on inmate bulletin boards. It is your responsibility to read inmate bulletin boards on a daily basis.

### **YOU ARE EXPECTED TO:**

- ❖ Address all non-security staff by Mr., Mrs., or Ms. All security staff shall be addressed by their title, either Sergeant or Captain. Inmates are not allowed to address staff by their first names.
- ❖ Treat your fellow inmates and the staff with dignity and respect.
- ❖ Address your treatment needs, participate in center programs and activities.
- ❖ Maintain a positive attitude.
- ❖ Complete your work assignments to the best of your ability, in a timely manner, with a positive or neutral approach.
- ❖ Take care of the center buildings, contents and property. Keep the facility clean and in good order.
- ❖ Follow the Department of Corrections (DOC) Administrative Rules, center rules, policies and procedures, and staff directions.

Inmate Mailing Address:

Drug Abuse Correctional Center  
P.O. Box 190  
4280 Sherman Road  
Winnebago, WI 54985-0190

(920) 236-2700      FAX (920) 426-5601

## INTRODUCTION

Welcome to the Wisconsin Correctional Center System (WCCS). Our goal is to provide a safe and secure environment with programs and activities to assist in your reentry to the community.

You have been placed in minimum custody and are one step closer to returning to your community. You are expected to be an active participant in case planning and programming, which begins upon your arrival at DACC.

You will be held accountable for the decisions you make. DACC staff is here to help you learn and comply with rules. They will redirect your behavior to ensure compliance with rules and to promote public safety.

Your past decisions have impacted many lives and have created many obligations and liabilities for you. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is

expected that you practice good decision making skills while at DACC and upon your release into the community. You are expected to respect yourself and those in authority, as well as other inmates and their property.

It is your responsibility to read and be familiar with the contents of this handbook. Contact staff if you need help reading or understanding these rules. Additional rules and information will be posted throughout the center. You will be charged \$3.00 if you damage or lose this handbook.

You are required to follow orders given to you by staff. If you disagree, you may request to discuss the issue following the identified chain of command located in this handbook or you may file an inmate complaint using form DOC-400. There is zero tolerance for profanity and aggression toward individuals with whom you come in contact.

Our programs and activities are designed to prepare you for reentry to the community as a responsible and productive citizen. You will find the staff to be experienced and sincerely interested in your progress. Do not hesitate to ask them for help with your issues or concerns. You are encouraged to use the opportunities provided so that your community reentry is safe and successful.

The Earned Release Program gives inmates the chance to learn more about themselves, their thoughts, feelings, and behaviors. Inmates will learn about themselves by talking about themselves, listening to others, and using the information provided by staff. By doing this, inmates will actively work on personal development and self-awareness.

You begin program immediately upon arrival at DACC. New arrivals are considered to be in Phase I of program. Phase II is for those actively involved in core programming and Phase III is for those who have successfully completed program and are awaiting release.

Through group interaction inmates can get an idea of how they see themselves and others, how others see them and the consequences they face for various kinds of behaviors. During the entire time inmates are in program, they will have a chance to learn how to deal with life problems in a more rational constructive manner - without alcohol, drugs, and violent or criminal behavior.

Progress in group will be measured by inmate participation, behavior (both in and out of group) homework, evaluation scores, work assignments and participation and behavior in any off-grounds activities. In addition, all inmates will actively work to incorporate self-awareness by holding themselves and others accountable.

It is expected that all inmates will follow the DACC Handbook and ERP agreement until released or transferred from DACC.

**Phase I** – All inmates will be in Phase I upon arrival at DACC. Inmates will remain in this phase until they start group with an assigned Social Worker or Treatment Specialist. In this phase inmates are expected to structure their time with work and appropriate activities. Further, it is expected during this phase that inmates participate in Ancillary groups that have been identified on their respective treatment plans, prior to involvement in core curriculum. Inmates will be monitored for their work performance, behavior, willingness, and motivation to engage appropriately at DACC.

**Phase II** – Inmates will be in this phase the day they start core curriculum, where they will be involved in full-time program curriculums to include but not limited to Thinking for Change (T4C), Cognitive Behavioral Intervention for Substance Abuse (CBISA) and/or other programs as assigned/designated. Inmates may also participate in other treatment interventions/programming that address specified treatment needs specific to an individual inmate. Phase II is the more intense therapeutic programming, where inmates are expected to structure their time throughout the day, including evenings. Inmates in this phase still participate in work assignments, coordinated around their programming.

**Phase III** – Inmates will be placed in this phase after successfully completing Phase II of the program. During Phase III, inmates will concentrate on their release plans, preparing the details of their return to the community and their ongoing participation in community services and work assignments. Inmates will be expected to demonstrate their behavioral skills learned, act as a mentor and assist other inmates in Phase I or Phase II, as needed. Additional activities may be assigned by staff as warranted.

**Incentives:** When inmates arrive at DACC, they will have the opportunity to start earning incentive points for positive, pro-social behavior. There is an incentive store/list that identifies all the incentives available that can be earned through incentive points. The inmate's Social Worker will keep a log of these points and provide an opportunity to turn them in for different rewards during community meetings.

**Sanctions:** In addition to being rewarded for pro-social behavior, inmates can also be sanctioned for anti-social behavior. These program sanctions range in severity to coincide with the infraction. While serving a sanction, inmates become ineligible to use incentive points. Program sanctions are used in lieu of Administrative Code Chapter DOC 303. Some behaviors cannot be duly addressed with program sanctions; therefore the DOC 303 may be utilized separately or in conjunction with program sanctions.

**Group confidentiality means:** what is said in group stays in group. All inmates are expected to treat one another with respect, striving to effectively communicate with one another and staff. Inmates are expected to act as adults and work out differences as responsible adults. Disruptive, disrespectful or threatening behaviors will not be tolerated and these along with breaches of group confidentiality may result in program termination.

All inmates must complete an Authorization for Use and Disclosure of Protected Health Information (DOC-1163A) upon arrival, generally during orientation week to identify persons (next of kin, family members, etc.) whom staff at DACC can release information to if contacted by them and/or staff needs to initiate contact. You are required to bring your emergency contact information with you to the comprehensive orientation.

Programs offered at DACC include but are not limited to the following:

### CORE PROGRAMS

#### Cognitive Behavioral Interventions for Substance Abuse

Cognitive Behavioral Interventions for Substance Abuse (CBISA) is a curriculum designed for individuals who have a moderate to high need in the area of substance abuse. The University of Cincinnati Corrections Institute developed this curriculum. The program relies on a cognitive-behavioral approach to teach participants strategies for avoiding substance abuse. This program places heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development.

#### Thinking for a Change (T4C)

National Institute of Corrections developed Thinking for a Change (T4C). This program combines cognitive restructuring with cognitive skills to create an innovative and integrated curriculum designed to help individuals in the juvenile and adult justice systems take control of their lives by taking control of their thinking. The three components of Thinking for a Change are: cognitive self-change, social skills, and problem solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations.

## ANCILLARY GROUPS

### Pre-Treatment

Pre-Treatment Orientation sessions are designed to introduce participants to the basic program tools. Orientation will focus on decisional balance tool, introduction to cognitive-behavioral model, thinking reports, listening skills, feedback skills, and goal identification. These sessions serve to motivate participants in the program goals.

### Real Happiness

Real Happiness is a 28 day program on the Power of Meditation. Meditation helps to reduce stress, experience greater tranquility, find a sense of wholeness, strengthen our relationships, and face our fears. The program will begin with simple breathing and sitting techniques which is based on the three key skills of concentration, mindfulness, and loving-kindness. The results: more resiliency, creativity, peace, clarity, and balance.

### Parenting

Parenting program utilizes the “Inside Out Dad” program. The program addresses self-evaluation, parenting skill, understanding the similarities of values and morals as related to culture, spirituality and religion, handling and expressing emotions, self-image, healthy relationships/families, identifying boundaries, fathering, child development, positive and nurturing parenting, raising emotionally intelligent children, and the use of discipline vs. punishment. The program develops a personal action and reentry plan to help break the cycle of violence, incarceration, and other negative behaviors. Participants will read “Raising an Emotionally Intelligent Child” and complete parenting style and emotional awareness self-tests.

### Employment Group

The employment curriculum focuses on six main components. A brief introduction will be given on skills for employee success, along with motivating the participants on their employment path. The group will identify job lead resources and opportunities for employment. The participants will be able to identify their employment strengths. Participants will learn how to apply for a job by filling out job applications, creating resumes, understand and identify appropriate references and develop cover letters. The group will also focus on keys to successful interviewing and mock interviews will be conducted. Finally, participants will learn ways to retain employment.

### Advanced Skill Practice

This group’s focus is on utilizing the skills learned from the Core programming including Thinking for a Change and Cognitive Behavioral Intervention for Substance Abuse. The group will use recent events and identify the situation which they encountered. They will identify which skill they could utilize to address the situation in a pro-social manner. The skills they can utilize include: problem solving, decisional balance, behavior chain, or 50 social skills identified in Thinking for a Change Aftercare Lessons.

### Anger Management

Anger Management by U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Substance Abuse Treatment, provides individuals participating in the 12 session anger management group treatment with a summary of core concepts. The concepts and skills presented in the anger management treatment are best learned by practice and review and by completing the

homework assignments given in the workbook. Using this anger management group treatment will help you develop the skills that are necessary to successfully manage anger.

### Domestic Violence

Domestic Violence ancillary program at the Drug Abuse Correctional Center is a cognitive-behavioral based program designed for male offenders who have shown a pattern of abuse/violence to their significant and intimate partners. Program participants identify their own cognitions that have justified violence and enabled them to be abusive to their partners. The program focuses on developing skills to change the program participant's thoughts/beliefs that have led to their abusive behaviors.

### High Risk Offenders

The Epictetus Self-Mastery Program helps offenders break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus. The program helps to understand criminal behavior with a cognitive-behavioral approach, including the use of "practical philosophy". The program teaches the ABC's of inner boxing and the Ten Rounds to Self-Mastery. The program will address sense of purpose, "knocking out" excuses, turning adversity to benefit, converting entitlement to gratitude, seeing problems from another angle, counterpunching negative thoughts, handling provocation, and many other lessons to help live a better life inside or outside of prison.

### General Social Skills Group

Skill streaming employs a four-part approach where the group members will observe modeling, participate in role-play, give and receive performance feedback, and apply generalization—to learn essential pro-social skills. The program will teach a wide variety of pro-social skills which can be utilized in various situations. Skill streaming teaches procedures, refines skills, and works towards managing behavior problems.

## AMERICANS WITH DISABILITIES ACT (ACA) COMPLIANCE

The DOC provides inmates nearing release the opportunity to apply for Wisconsin's Medicaid programs in accordance and compliance with the Affordable Care Act (ACA). Applications will be submitted via telephone, and procedures for call facilitation vary at each center.

- With the exception of inpatient hospital stays, inmates cannot use Medicaid services until release.
- Center staff will provide information to inmates about health care system changes and health coverage options through pre-release programming or reentry planning.
- Center staff will provide paper applications and information on the DOC process for applying for Wisconsin's Medicaid programs prior to release. Staff will also provide the application, instructions, and information about applying for health insurance purchases from the federal Marketplace after release.
- The pre-release ACA application process will allow releasing offenders the opportunity to access mental health, substance use disorder, and medical treatment and other covered services as needed after release.

## **AFFORDABLE CARE ACT (ADA) Compliance**

The Americans with Disabilities Act (ADA) Coordinators are listed on the Contact List which is posted in your unit. To request consideration for accommodation under the Americans with Disabilities Act, please complete the top portion of the DOC-643 Interview/Information Request form and forward your request to an ADA Coordinator.

## **ADMINISTRATIVE STAFF DUTIES**

### **SUPERINTENDENT:**

The Superintendent has overall responsibility for the center and directly supervises the following staff:

- Captains
- Program Supervisors
- Facilities Maintenance Specialist
- Office Support Staff

In addition, the Superintendent is the reviewing authority for inmate complaints and approves all volunteers and pastoral visits.

### **CAPTAIN:**

The Captain is responsible for the center in the absence of the Superintendent and has the following duties:

- Overall security issues including the physical plant
- Supervision of security staff (Sergeants)
- Inmate Complaint Examiner

### **PROGRAM SUPERVISOR**

- Supervision of treatment staff (AODA Social Workers and Treatment Specialists)
- Overall supervision of Cognitive Based Interventions for Substance Abuse (CBISA) program, the Earned Release Program (ERP), to include Cognitive Behavioral Interventions for Substance Abuse (CBISA), Thinking for Change (T4C) and ancillary programming.

### **SUPERINTENDENT AND CAPTAIN:**

- Review and decide disbursement requests
- Review requests for special accommodations
- Review and decide special visits (out-of-state or emergency)
- Review and decide requests for funeral and death bed visits
- Serve as due process hearing officer
- Serve as Reclassification Hearing participant

## **CANTEEN**

Every two weeks you will receive a Trust Account Statement showing the balances in your accounts and all transactions processed for that time period. You must have sufficient funds in your account to cover the costs of your order. If you have no funds available, you cannot submit a canteen order.



You will also receive a scan sheet weekly to place your canteen order. If you lose your scan sheet, you will not receive a replacement scan sheet unless you purchase another scan sheet for \$0.30 (\$0.15/page). Complete a disbursement request for this stating "canteen scan sheet."

To complete a scan sheet:

Example:

Date: 09/01/2014

Location: DACC 1A

Name: Last Name: **Jones** First Name: **Marshall** Middle Name: **James**

I authorize the charging of my account: **Marshall James Jones**

Your order **must be signed** or your order will not be placed. You also need to include your assigned unit number on the heading.

In the upper right hand corner is the area for your DOC #. You are to first write your DOC# in the boxes provided and then fill in the circles below the corresponding number.

If your DOC # has 0's in the beginning, example: 002316, you would write your DOC# as 2316 and fill in the circles below the corresponding numbers. Therefore, the 0's would not be included.

If your DOC# has 0's at the end (example: 231600) you would write your DOC# as 231600 and fill in the circles below the corresponding numbers.

**DESCRIPTION**  
Yellow Tablets,  
8 x 11

ITEM	QTY
0 1 0 2 3 4	
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**Marking Instructions**

- Use a No. 2 pencil or a blue or black ink pen only.
- Do not use pens with ink that soaks through the paper.
- Make solid marks that fill the response completely.
- Make no stray marks on this form.

Correct: ☒ Incorrect: ☐ ☐ ☐ ☐

**Instrucciones para rellenar el formulario:**

- Use una pluma negra o azul o un lápiz número 2.
- Rellene por completo el óvalo con una marca oscura.
- No use plumas cuya tinta empape el papel.
- No realice marcas sueltas.

Correcto: ☒ Incorrecto: ☐ ☐ ☐ ☐

SAMPLE:

All scan sheets are to be turned in by 9:00 PM on Sunday. The maximum amount you may spend in one week is \$42.00. Canteen will be distributed by staff on Saturdays, after the evening meal and dining room cleaning has been completed.

Menus are provided to the unit Sergeants for posting in each inmate room, only one per room will be provided. If you would like a personal copy of the canteen menu you must submit a disbursement request form, cost is \$0.30 (\$0.15/page). There will be no substitutions for items.

If there is a problem when you receive your order, you need to notify the issuing staff member immediately. The staff member will document the discrepancy and forward to DACC's business office, who will notify the vendor, in an attempt to correct the problem.

Items purchased through canteen cannot be sent out on visits, through the mail or via commercial carrier.

Canteen is a privilege and loss of canteen is “all inclusive”. Therefore, any inmate on a loss of canteen as a disposition/sanction is not permitted to order anything from canteen throughout the duration of the loss.

## CENTER JOB ASSIGNMENTS

All inmates are in program from the moment they arrive at DACC therefore, all inmates will be compensated at a program pay rate of \$1.20 a day or \$6.00 a week. All inmates are expected to be involved in facility work assignments as part of their program. Inmates will be assigned to work tasks, which will be coordinated around their program schedule, so as to not interfere with treatment needs. All inmates are expected to be involved in program and work tasks while at DACC. Failure to participate in both may result in your removal from the Earned Release Program(s) and DACC.

Center jobs include but are not limited to:

- Barber
- Librarian
- Utilities
- Food Service
- Custodians
- Laundry
- Lawn Care
- Maintenance
- Tutors

## CHAIN OF COMMAND

If you wish to see a staff member or have a question for a staff member, you will find request forms available in the bin across from Officer Control. You must state exactly why you need to see the staff person or state your question exactly. Your request will be answered as soon as time permits.

Do not send the same request to more than one staff member at one time. Wait for your reply. Follow the chain of command. Do not stop and confront staff about your issues. We encourage you to ask questions of our staff, but do so in an appropriate manner via an interview request form. Simply fold your interview request form, do not staple, clip, tape or adhere the form in any way.

CONCERN	1 <sup>ST</sup> LEVEL	2 <sup>ND</sup> LEVEL	3 <sup>RD</sup> LEVEL
Accounts	Operations Program Associate	Captain	WCCS Inmate Accounts
Americans with Disabilities Act	Captain	Superintendent	WCCS HR Director
AODA & Other Programs	Social Worker	Program Supervisor	Superintendent
Canteen	Operations Program Associate	Captain	WCCS Financial Program Supervisor
Court Calls	Operations Program Associate	Captain	Superintendent
Dental	Nurse	Captain	Superintendent
Emergency Contact Forms	Operations Program Associate	Captain	Superintendent
Education	Social Worker	Program Supervisor	Superintendent
Food Services	Sergeant	Captain	Superintendent
Health Services	Nurse	HSU Manager	Superintendent

Hobbies	Property Sergeant	Captain	Superintendent
Housing Unit Issues	Sergeant	Captain	Superintendent
Interstate Compact	Social Worker	Superintendent	WCCS Deputy Warden
Jobs – (Center)	Individual Work Supervisor	Captain	Superintendent
Laundry	Laundry Sergeant	Captain	Superintendent
Legal Loans	Captain	Superintendent	WCCS Correctional Management Services Director
Library	Sergeant	Captain	Superintendent
Mail	Sergeant	Captain	Superintendent
Medical Co-Pay	Nurse	HSU Manager	Superintendent
Notary Services	Operations Program Associate	Captain	Superintendent
Open Records Request	Superintendent	N/A	N/A
Parole	Social Worker	Program Supervisor	Superintendent
PREA Compliance Manager	Captain	Superintendent	N/A
Program Review Committee	Social Worker	Program Supervisor	Superintendent
Property / UPS	Property Sergeant	Captain	Superintendent
Psychological Services	Psychologist	Program Supervisor	Superintendent
Records	Social Worker	Superintendent	WCCS Records Office
Recreation	Recreation Sergeant	Captain	Superintendent
Reentry	Treatment Specialist	Program Supervisor	Superintendent
Religious Issues	Captain	Superintendent	WCCS Deputy Warden
Sentencing Information	Social Worker	WCCS Records Office	WCCS Deputy Warden
Social Security Card	Social Worker	Program Supervisor	Superintendent
Veterans Affairs	Social Worker	Program Supervisor	Superintendent
Visiting Information	Operations Program Associate	Captain	Superintendent
Visiting List	Operations Program Associate	Program Supervisor	Superintendent

Name and Title  
Wisconsin Correctional Center System  
PO Box 7969  
Madison, WI 53707

## COMMUNITY SERVICE

Center community service projects are a way for you to help the community.

- Community service activities are approved by the Superintendent.
- Community service projects are required as part of the Earned Release Program(s). All inmates are expected to participate in a minimum of 12 hours of community service during their stay at DACC.
- You may receive community service hours for your participation in center community service projects such as, folding papers, collating documents, creating lapel ribbons, and others.
- The community services Sergeant will track and record all hours of service completed by each inmate and will report it to your respective Social Worker. Failure to participate in community services projects may result in your removal from the Earned Release Program(s) and DACC.

- You may not participate in center community service projects that conflict with your program or work schedules.

## COMPLAINT PROCEDURE

The Inmate Complaint Review System (ICRS) provides you a formal grievance process regarding rules, living conditions, and staff actions. You should attempt to resolve the issue yourself using the chain of command before filing a formal complaint. Inmate Complaint forms (DOC-400) are available in the forms rack by your unit Control Station. Completed forms may be deposited in the lock box labeled ICRS by each unit mailbox. Only the Captains/ICE have access to these boxes.

The ICRS may be used to seek a change of any center policy or practice except:

- A finding of guilt or a disposition imposed by an Adjustment Committee or a disciplinary hearing officer as the result of a disciplinary hearing.
- A Program Review Committee's or Staffing Committee's decision;
- A decision of the Parole Commission acting in any capacity;
- The denial of a request for an authorized leave as provided in Administrative Code DOC-326; or
- A decision on a challenge to an offender's record.

All of the above exceptions have an appeal process which must be utilized rather than going through the ICRS.

The ICRS may be used to challenge the procedures used by the Adjustment Committee or hearing officer, by a Program Review or Staffing Committee, or by a decision maker acting on a request for authorized leave, but not the decision itself.

Section 801.02(7), Stats, requires that you exhaust the complaint process prior to filing suit in state court against the DOC or a DOC employee.

A Captain acts as the Institution Complaint Examiner (ICE) in the Center System. The ICE will make an impartial investigation of the complaint using whatever sources are deemed important. The investigator makes a detailed report to the Superintendent, along with a recommendation. The Superintendent reviews the recommendation of the ICE and makes a decision. You will receive a copy of the Superintendent's decision and information regarding the steps taken by the ICE.

If you disagree with the Superintendent's decision, you may file an appeal with the Corrections Complaint Examiner (CCE). The directions to file an appeal are on the Request for Review form, available in the forms rack or from the ICE.

## CONTRABAND

You are prohibited from possessing any personal information concerning staff and/or the family members of staff. Such information includes, but is not limited to: address, phone number, driver's license, school records, financial records, divorce, adoption, or arrest records, and any other unique identifiers.

You are not to have contraband in your possession at any time, including your room, center work location, project crew site, and/or work release site. Any item not listed on your property inventory or not authorized by staff is contraband.

When returning from any off-grounds activities or events, you are not permitted to bring any items back to the center.

## COUNTS

### **FORMAL COUNTS:**

A Formal Count is a count taken at specific times during each 24-hour period. Standing counts require inmates to stand in a pre-designated area at a specified time. DACC has 6 formal/standing counts throughout the day. The following are the listed times and locations of the mandatory formal and standing counts.

#### **Formal Count Times:**

03:00 AM (non-standing)  
07:00 AM  
11:30 AM  
4:30 PM  
9:00 PM  
12:00 AM (non-standing)

- Central Control will provide an all call announcement 10 minutes prior to all official standing counts.
- Once the ten minute announcement has been made, you must cease your current activity, put items away and proceed to your assigned room to prepare for count. Bathroom use is permitted but you must be in your assigned room prior to count time.
- Bathroom use during count is not permitted, unless it is an emergency, with permission from staff.
- You must be fully dressed in trousers or shorts, socks, footwear and shirts for all formal standing counts.
- Room overhead lights must be on during all official standing counts. (Note: a minimum of one room light switch must be in the "On" position).
- Electronics must be turned off and no game playing. No talking is permitted once count is announced until the floor Sergeant verbally clears it after taking count.
- At count time, Central Control will announce in all inmate areas; "Time for count".
- Stand at the foot of your bunk. The bunk closest to the door A or B (or other bunk if no one is in A or B) should hold the door open.
- The unit Sergeant will then walk the hallway counting the inmates. When the Sergeant announces "Clear", inmates may shut their doors and resume normal activities in the room.
- Inmate movement on grounds, hallways, etc., is prohibited during count times, unless under immediate staff escort or given specific staff permission, until such time as the count is cleared via an all call announcement from Central Control.
- When Central Control announces; "Count is clear," normal center functions and movement may resume unless instructed otherwise.
- Bathroom use during counts is prohibited, unless in an emergency and only with staff permission.

### **EMERGENCY COUNTS:**

Emergency counts are conducted at times other than those specified for formal, standing, or census counts to ensure the immediate accountability of all inmates.

When an emergency count is announced, you are to report to your room, immediately open the door and turn on the lights. You are not to come out of your room for any reason until the Sergeant announces the count is clear.

## DRESS CODE

### **GENERAL REGULATIONS:**

1. You must wear your ID badge around your neck with the ID card facing out at all times except:
  - in the shower
  - in your room
  - when attending a court appearance
  - while engaging in recreational activity
  - while at community services (You must have your ID in your possession).
2. You are responsible for the cost of replacing lost, stolen, or damaged cards or lanyards.
3. Once you leave the unit, with the exceptions going to and from recreation (indoor and outdoor, including program walks), T25, yoga, etc., being in full greens would apply. When you are participating in staff supervised recreational activities such as softball, volleyball, etc., you are not required to be in full greens and can be in appropriate recreational attire. When in recreational or leisure type apparel, the shirt does not have to be tucked in.
4. You must be in full greens (state issued) when actively involved in program activities during the identified program hours or as otherwise noted. State issued clothing includes green pants, green shirt and t-shirt. May wear a personal t-shirt but a t-shirt must be worn under the green shirt. Tank tops do not qualify as a t-shirt. Both the t-shirt and the green shirt will be tucked in. If due to high heat index (as announced by the Control Center) inmates can wear just the t-shirt vs. the green shirt but the t-shirt will be tucked into the state issued green pants. Events where state issued green clothing and appropriate footwear must be worn include but are not limited to:
  - a. Staff facilitated program activities in group rooms, visiting room, dining room, etc. (At no time are you permitted to be in shorts).
  - b. Visits
  - c. Meals (If you have earned incentives you can wear personal clothing to meals however, you must wear full attire as identified above, including shirt and t-shirt, unless during periods of high heat index).
  - d. All off-site appointments or activities including trips to WMHI museum, schools, community services, family day, etc.
  - e. Lawn mowing, maintenance activities, gardening (t-shirt can be worn vs. the green shirt but green pants will be worn).
  - f. Religious services, bible study, on-site AA, NA, etc. (anytime there are guest speakers/volunteers present).
5. On nights, weekends and holidays when activities are not within the identified program hours and there are no staff or civilian facilitated activities, you are not required to be in state issued greens and can wear casual type apparel.
5. You are not permitted to wear shorts or tank tops during staff or civilian facilitated groups.
6. All clothing will fit properly, shirts tucked in (if feasible) and shoes tied.
7. All state/personal clothing must be appropriately sized and worn as it was intended to be worn.
8. Sweatshirts may be worn as outerwear only; they cannot be worn under other clothing. They may be worn on the unit and outdoors only. They are not permitted to be worn at meals, visits, off grounds, etc. Staff may give permission for them to be worn during group times, during periods of cold weather.
9. For shirts with buttons; all buttons will be buttoned except for the top collar button.
10. Hats, caps, gloves and/or winter coats may not be worn inside. Inmates may put them on when preparing to exit the building.

11. Shower shoes/thongs and slippers that only cover part of the foot, may only be worn to and from the showers/bathrooms or in your room.
12. Slippers (which cover the entire foot) with socks, may be worn in your room, in the dayroom or to and from the bathroom. They cannot be worn outdoors.
13. Footwear without socks is only permitted while in your room, going to and from the shower or when using the restroom after 11:00 pm and prior to 6:00 am.
14. During dayroom hours you must be fully dressed in pants/shorts and shirt, t-shirt or tank top and footwear including socks.
15. Winter coats, hats and thermal wear are considered winter clothing attire and are not seen as appropriate to wear during the months of May through September, unless there is inclement weather.
16. Thermal underwear is only permitted to be worn under clothing. It is not an outer garment and cannot be worn or exposed as such.
17. Curlers and/or plastic transparent, cosmetic caps are only permitted to be worn in cell, unless going directly to and from the restroom/shower areas.
18. Do-rags are only worn when in your cell, with the exception of to/from the bathroom during nighttime sleep hours.

#### **CLOTHING SIZE GUIDELINES:**

Pants: The waist size shall be no more than two inches greater than your actual waist as measured at your hips. The inseam can be no greater than the measurement from your groin area to the floor. Pants waist line will be worn at or above the waist.

Shirts: Sweatshirts, shirts and t-shirts are sized based on your chest and/or neck measurements. Chest size is measured just below your armpits.

#### **ADMINISTRATION, DINING ROOM AND VISITING:**

You shall be properly dressed when entering the Administration, Dining Room, and Visiting areas. Proper attire includes your inmate ID, a t-shirt and green shirt tucked into your pants, underwear, State-issued green pants or blue jeans, socks, and shoes or boots. (See sections #3 & #4 under general regulations).

#### **OFF SITE MEDICAL AND DENTAL:**

You must wear your inmate ID, State-issued greens (shirt and pants) and boots when at these locations.

### **DUTY TO REPORT ILLEGAL ACTIVITY**

WCCS wants to provide you with a safe place to live. We also want to provide a safe place for the staff and the public. It is your responsibility to help provide a safe environment.

If you see or hear of any illegal activity, you are required to report what you saw or heard to staff. If you do not report the illegal activity, you could receive a Conduct Report and/or be referred for prosecution.

### **EMERGENCY CONTACTS**

**Inmate Emergency:** In an emergency, we may need to talk with your designated emergency contact.

Complete the DOC-851 (Offender Emergency Contact Information form) to provide the name, address, and phone number of two family members you want us to contact. If you have questions, please contact staff. \*This form does not permit the Department of Corrections to give protected health information to the emergency contact. You must complete a DOC-1163A (Authorization for Use and Disclosure of Protected

Health Information). You will also be required to complete a DOC-1163A for your agent of record and the sentencing court(s), in order for that information on your program progress/participation can be shared with them.

Family Emergency: If you or center staff is notified of a serious illness or death in your family, information to verify the emergency should be reported to your assigned social worker for any referrals or follow-up needed.

Deathbed or Funeral Visits: You may request to attend either a deathbed visit or a funeral visit of an immediate family member. You need to give your social worker the name of the hospital, funeral home or other details. Superintendent approval is required. No out-of-state trips are allowed.

## **EMERGENCY PROCEDURES**

### **FIRE ALARMS:**

1. If the fire alarm goes off, you are to immediately leave the building by the nearest exit.
2. Exit locations are posted throughout the center.
3. You are to assemble outside as follows:
  - If your room is on the first floor proceed to the Basketball Court via the sidewalk and walking track, utilizing emergency exits or other exit doors.
  - If your room is on the second floor proceed to the track area to the south of the basketball court, utilizing emergency exits or other exit doors.
  - Assemble one line for each unit.
  - Remain in this position until you receive further instructions from staff
  - Keep noise levels to a minimum so that everyone can hear staff instructions
4. Follow all staff instructions.
5. An emergency count will be taken.
6. Do not go back into the building until directed to do so by staff.

### **POWER FAILURE:**

1. In the case of a power failure, some operations will continue.
2. During nighttime hours, if emergency power/lighting is not on, report to your room and remain there until you receive direction from staff.

### **TORNADO PROCEDURE:**

1. When a tornado warning is announced by staff (generally via the all call system) IMMEDIATELY do the following:
  - a. If you are on your housing unit floor you will be directed to go to your room where you should sit on the floor near your bunk and away from the window. If time permits cover yourself with your blankets and/or mattress as protection from flying debris.
  - b. If you are on a visit you will be directed to go to your cell/room if time permits. If it does not, you will sit on the floor along the walls in the hallway between the visiting room and the dining room. Visitors can leave if they wish or will be directed to take cover by sitting on the floor along the south side wall of the visiting room.
2. If you are in HSU sit on the floor in the waiting area.
3. Do not leave the assigned area until directed to do so by staff.
4. When a tornado warning is issued while riding in a center vehicle, take immediate cover.
5. If you are at community services follow the directions of your worksite's emergency procedures.



**OTHER EMERGENCIES:**

The on-duty staff will determine when an emergency exists. Follow all instructions and directions given by staff.

**DRILLS:**

Drills will be held to familiarize you with emergency procedures and reporting locations. All drills should be taken seriously and directions followed as if it is a real event.

**ESCAPE PRECAUTIONS**

Any unauthorized leave from the center or assigned off grounds function is an **ESCAPE**. It is a felony punishable by up to five years' incarceration consecutive to your present sentence and a fine of \$10,000.

Leaving the center or community services worksite without permission, failure to return from other off-grounds placement as scheduled, or failure to return from a recreational outing is an escape. If you escape, appropriate action will be taken to obtain your arrest and you will be referred for prosecution.

The center boundaries are clearly marked. Movement beyond center limits without authorization may result in disciplinary action or escape charges. You are responsible for knowing all center limits.

**HEALTH SERVICES/SICK CELL AND LAY-IN**

Access to Medical, Mental Health and Dental Services

**EMERGENCIES:**

Notify any staff member immediately.

An emergency is defined as life threatening and/or needing immediate medical attention.

**ROUTINE CONCERNS:**

Fill out a Health Services Request and Copayment Disbursement Authorization form, DOC-3035. Fold the form as noted in the Health Service Request section and place in the center HSU box.

**COPAYMENT:**

A copayment of \$7.50 will be charged for routine requests that result in a face-to-face contact initiated by an inmate (patient) when a copayment is required. No inmate will be refused health care for inability to pay a copayment.

1. You will not be charged for written responses, medication refills, and review of medical records, medical emergencies, or work-related injuries.
2. You will not be charged a copayment for chronic condition follow-up according to the chronic guidelines.
3. You will not be charged for contacts with PSU staff.

**INMATE-INITIATED REQUESTS INCLUDE:**

1. Request for health services by you
2. Request by third parties (others) including:
  - Request for health services on your behalf by a relative
  - Request for health services by an attorney
  - Requests from correctional staff on your behalf

**NURSING SERVICES:**

Nursing services at DACC are generally available Monday through Friday from 6:30 am to 8:00 pm with limited hours on weekends.

**HEALTH PROFESSIONAL REFERRAL:**

1. The nurse will evaluate you and determine the nature of the problem and how it should be treated.
2. A referral for dental, psychological, or further medical care, will be made to other healthcare providers, (including local physicians, local hospitals, or the UW Hospital), as deemed appropriate by Department healthcare staff.

**MEDICATION and REFILL PROCESS:**

1. All medication must be kept in the original container and locked in your footlocker, drawer or cabinet.
2. Medications may never be sold, loaned, traded or given to another inmate.
3. To request a refill of your medication complete a DOC-3035C Medication/Medical Supply Refill Request form. Place the form in the HSU mailbox. You will receive notice of the status of your refill request.
4. Allow seven days for all medication refill requests to be reviewed.
5. Over the counter (OTC) medications must be purchased from canteen.

**ACCESS TO MEDICAL RECORDS:**

Inmates wishing to view their medical records or receive photocopies of medical records must submit a DOC-3035 Health Services Request and Copayment Disbursement Authorization Form to the nurse. You must note on the request form if you want to view your medical record or receive copies. A fee of \$.15 per page will be assessed for copies of your medical records. You will be required to complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information form before you can receive copies of your medical record. No copies can be obtained after your account is closed.

Upon request to view your medical record, an appointment will be made for you. You may take notes while you view your record. You are not allowed to remove anything from your medical record.

After your release, you can request your primary care provider obtain your records from the Department of Corrections for continuity of care (usually at no cost) by sending a release of information to:

Dodge Correctional Institution  
Attn: Inactive Central Medical Records  
1 West Lincoln St.  
PO Box 661  
Waupun, WI 53963-0661

**SICK CELL/LAY-IN**

Lay-In – a **non-paid** status indicating the inmate has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in will be on room confinement until the start of the next work or program assignment.

Sick Cell – is a **paid** status. Sick cell status must be established by Health Service staff. HSU will determine directions regarding activities for sick cell and it will be communicated per form DOC-3332B Medical Restrictions/ Special Needs.

Any illness that prevents you from reporting to your work or program assignment must be reported to Sergeant Control by 06:00 am.

Inmates in a Sick Cell/Lay-In status will be required to adhere to the following rules:

1. The on-call nurse will be contacted by staff if your health appears to have deteriorated and you are in need of immediate medical assistance. Contact with the on-call nurse shall also be made in the event staff has any concerns or questions about your health/needs.
2. You will remain in your room with your door closed.
3. You will be required to turn in all of your electronics.
4. Unless excused by Health Services, staff will determine if you will report to the dining room or receive an in-room tray.
5. You will only be allowed to leave your room to use the washroom, shower, attend meals, in the event of an emergency, or due to change in medical status.
6. You will participate in the formal counts unless medically excused by HSU personnel.
7. All recreational activities, including visits, will be suspended while you are in sick cell/lay-in status, with the exception of work related injuries and/or as directed by medical staff.
8. Sick cell may only be extended on a day-to-day basis with the approval of a health care professional.
9. If you are placed into a sick cell/lay-in status on a Friday, you will remain in that status until the following Monday or until cleared by Health Services.
10. If you are placed in sick cell status as a result of an injury sustained in a job related accident, you shall be compensated at the rate you were earning in your prior center job.

## **HOUSING RULES AND GUIDELINES**

An important part of everyday living consists of how you look, your personal hygiene, and the condition of your living area.

### **LIVING QUARTERS:**

1. A Sergeant will assign you to a room upon your arrival. You are not permitted to select your own roommate.
2. You are responsible for any damage and/or contraband in your room. Therefore, anytime you are assigned a new room, inspect your room as soon as you move in and report damage/contraband to a Sergeant immediately. If you do not report it, you will be held responsible.
3. One locker will be provided to you. A padlock, if requested, will be provided for the footlocker. You will be charged \$10 for replacement of a lost or damaged padlock.
4. Room Key
  - You will be issued one key.
  - If you lose or break your room key, or leave the center upon release with your room key, you will be charged \$5.00 for a replacement key.
  - Inspect your key frequently for damage or cracks.
  - If you bring a damaged key to the attention of a staff member before it breaks, your key will be replaced at no charge.
  - You must turn your key in to the Sergeants when you leave the center and pick it up upon returning.
5. Anytime you are assigned a new room, you are responsible for fully cleaning the room you are vacating before you move. You must take all your bedding with you, including sheets, blankets, pillowcases, and towels. Leave the pillow and mattress.

### **STORAGE:**

1. Shoes are to be stored under the bottom bunk, footlocker or wardrobe cabinet.
2. All property, state or personal, must be stored in the wardrobe cabinet or footlocker, other than your radio, alarm clock, fan, and TV.
3. Footlockers and/or cabinet doors are to be closed at all times when not in use.
4. Footlockers may not be lined with any material, (newspaper, towels, etc.).
5. Padlocks must be secured to footlockers or wardrobe cabinets at all times.

**FLOOR CLOSURE TIMES:**

Inmate movement to and from the core control center areas, hallways, etc., closes 10 minutes prior to count times. Inmate movement in hallways will be kept to a minimum and generally is only for inmates returning to their cells for count. Once the announcements are made that it is 10 minutes prior to count, all inmates are expected to begin returning to their cells.

**GROUP ROOM AVAILABILITY TIMES:**

Group rooms may be available during non-program hours or as approved by the inmate's social worker. In the group room inmates are expected to be working on program material. The computer, cabinet and telephone are off limits to inmates. Any use of the TV and related equipment requires staff permission. The following is the schedule of group room availability:

Monday – Friday (excluding holidays)

7:30 am - open for use

11:20 am – closed through lunch

12:30 pm – open for use

4:20 pm – closed through dinner

5:30 pm – open for use

8:00 pm – closed for the evening

1. On weekends only group room #D113 on the 1<sup>st</sup> floor and #D213 on the 2<sup>nd</sup> floor are open for general use during the hours of availability for Monday–Friday. Additional group rooms may be available, only with prior Social Worker and Supervisory approvals.
2. Group rooms are not open or available on holidays.
3. You are not allowed in group rooms during non-availability times.
4. You must sign out to the group room for all ancillary groups, weekend group room use and between the hours of 5:30 pm – 8:00 pm. You are not required to sign out to the group room during the core program hours of 9:00 am – 11:20 am.

**INSIDE THE CENTER:**

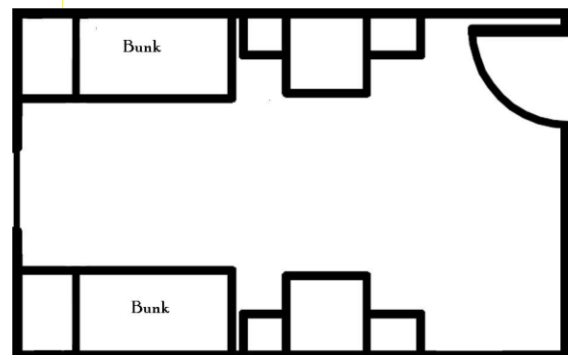
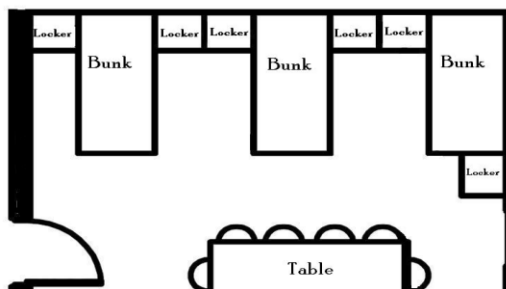
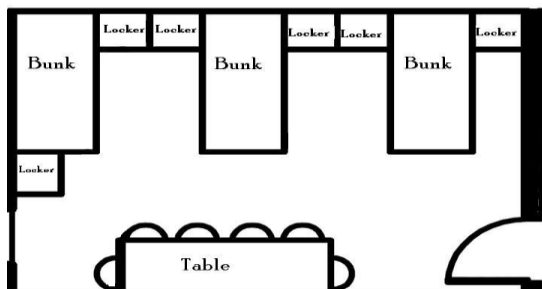
1. Control Center(s) are off limits to inmates.
2. Only staff may identify persons and authorize entry into the building.
3. Do not loiter in front of Control or in the hallways for any reason.
4. Do not remain in or enter the dining room, visiting room, or kitchen at any time without permission.
5. You may only enter the hallway of your assigned room.
6. Do not prop open any door without staff permission.
7. All socializing is to be done in the dayroom, or on the recreation field.
8. Personal cups or mugs are allowed in the dayroom.
9. Canteen food items are only allowed in your room, with the exception of dayroom microwave use or items permitted to be brought to meals in the dining room.
10. Running in the center is not allowed. You are expected to walk at a normal pace.
11. Notify staff of any items that are broken or in need of repair.
12. You may request a clothes iron from a Sergeant.
13. Razors must be disposed of properly by placing them in the puncture proof container in the designated location

### **BULLETIN BOARDS:**

1. Information such as rule changes, schedules, announcements, appointments, and center information will be posted on the bulletin boards in the dayrooms. You should look for and read new postings daily. You are responsible for knowing this information.
2. Bulletin boards are located in the dayrooms of each unit and near the inmate phones.
3. You may not post, remove or alter any material on the bulletin boards, unless specifically directed by staff.

### **ROOM REGULATIONS:**

1. Staff must have a clear and unobstructed view of your room at all times. No items may be placed in the window of your door.
2. Room/furniture layouts are standardized. You may not rearrange the furniture in your room.



3. Rooms must be kept clean at all times.
4. While in Phases II & III, you may not lay down on your bunk or under the covers from 8:00 am to 8:00 pm Monday through Thursday and 8:00 am to 6:00 pm on Friday, excluding holidays. Exceptions may be made for medical reasons, certain work details or as part of program incentives. While in Phase I, you may lay down but not under the covers, as your bed must be properly made by 8:00 am, as noted in section 6. You may lay under one blanket, which is not tucked in.
5. Your room overhead lights must be on between the hours of 7:00 am and 8:00 pm Monday through Thursday and 7:00 am to 6:00 pm on Friday, excluding holidays. (Note: a minimum of one room light switch must be in the "On" position) when you are in the room. The only exceptions are during periods of high heat index, as announced by control center. Lights must be on during all official standing counts, regardless of heat index.
6. Your bed must be made properly prior to 8:00 am Monday through Friday, excluding holidays. You are not permitted to leave your room door open or ajar. Door will be kept closed and locked at all times, whether you are inside or outside of the room.

7. Do not place anything in front, behind or near the door that interferes with opening and closing of the door.
8. Do not tamper with the door lock. Do not put any object in the door to hold it open or keep it from closing completely.
9. Do not tamper with the smoke detector or thermostat for any reason. Covering the smoke detector's sensors is prohibited.
10. The bulletin boards in your room are used to hang photos of family and friends, cards, calendar and schedules.
11. Posters and cutouts from magazines are contraband and will be removed by staff.
12. Do not attach or hang anything to/on the air vents, walls, ceiling, light fixtures, windows, bed, footlockers, wall lockers, or blinds, by any method.
13. Cords, string or other material may not be strung across the ceiling, floors, or walls.
14. Talking to someone outside of your window is not allowed.
15. Do not place anything on the window sill.
16. Musical instruments are allowed to be used in your room between the hours of 8:00 am and 9:00 pm, if the instrument is headphone adaptable and is only used with headphones. Instruments which could create a disruption in the room or unit are prohibited to be used in the room. They can only be used in the scheduled music room activity in the dining room. With staff permission instruments may be taken and used on the outside recreation area.
17. Room lights and personal electronic devices must be off between the hours of 11:00 pm and 6:00 am, Sunday through Thursday, excluding holidays and off at 1:00 am on Friday, Saturday and days preceding a holiday.
18. Room windows must remain closed from November 1<sup>st</sup> through March 1<sup>st</sup>, unless you have staff permission to open them.

#### **ROOM INSPECTIONS:**

1. Room inspections will be conducted daily and/or as needed.
2. Following a room inspection, you may be provided with a notice that indicates what needs to be cleaned or corrected.

#### **CLEANING SUPPLIES:**

1. Cleaning supplies may be obtained from the unit janitor.
2. Cleaning supplies may not be kept in your room.

#### **PERSONAL ELECTRONICS:**

1. Headphones or ear buds are to be on your ears at all times when electronics are in use. Staff will direct you to reduce the volume if the sound is excessive.
2. All electronic equipment must remain in your room.
3. All lights, lamps, and electronics (radio, television, fans), must be turned off when you are not in your room.
4. Use of personal electronics is permitted between the hours of 6:00 am and 11:00 pm Sunday through Thursday, excluding holidays and 6:00 am to 1:00 am on Friday, Saturday and days preceding a holiday.
5. Electric typewriters may not be used after 9:00 pm and not until dayroom resumes the next day.

#### **NOTARY SERVICES:**

1. Notary Services are provided every Tuesday (except holidays, when it is then the following day) from 2:30 pm to 3:30 pm in the intake/property area. You do not need an appointment nor do you need to submit a request, these are considered open hours.
2. You must sign out of your unit to attend.
3. There is no charge for this service.
4. Do not sign documents prior to your appointment with the Notary.

5. This service is provided weekly, the only exception would be if there were an individual, extraordinary circumstance, court order, etc. In this situation written verification with deadlines noted, is required.

## INMATE ACCOUNTS

The official record of your inmate account is maintained in the WCCS Business Office, located in Madison, Wisconsin. You are responsible for keeping copies of your disbursement requests and account statements. It is not the responsibility of center staff to do this for you. You will receive a Trust Account Statement every two weeks. You should review this statement for accuracy. If you have a question or concern about your statement, refer to the Chain of Command section of this handbook.

The following abbreviations may be listed in the Account Activity section of your Trust Account Statement.

REG	Regular Account	REL	Release Fund
RS	Release Savings	WR	Work Release
WRS	Work Release Savings	SAV	Savings
BON	Bonds		

### **OPENING AN INTEREST-BEARING SAVINGS ACCOUNT:**

If you currently do not have RS, SAV or WRS accounts, please write to the Office Support Staff requesting a form to open the type of account. When you receive the form, complete the information and attach the form to your completed disbursement request. No envelope is needed for the disbursement request. Interest is posted to your inmate account and you will receive bank statements showing the interest earned.

### **TRANSFERRING BETWEEN ACCOUNTS:**

You may request to transfer funds between sub-accounts by submitting a disbursement request. No envelope is needed for the transfer of funds requests. The following sub-account transfers may be requested:

1. Transfer from REG to REL
2. Transfer from REG to SAV
  - a. A minimum of \$50 is required to open an account
  - b. Monthly transfers of \$20 or more may be requested
3. Transfer from WR to WRS
  - c. A minimum of \$100 is required to open an account
  - d. Monthly transfers of \$100 or more may be requested
4. Transfer from REL to RS
  - e. A minimum of \$50 is required to open an account
  - f. Monthly transfers of \$20 or more may be requested

### **CLOSING AN INTEREST-BEARING SAVINGS ACCOUNT:**

To close a RS, SAV or WRS account, complete a disbursement request to close the account and transfer the funds to the account the funds originally came from. No envelope is needed for the disbursement request.

Close Account and Transfer Funds from RS to REL Account  
Close Account and Transfer Funds from SAV to REG Account  
Close Account and Transfer Funds from WRS to WR Account

**CHILD SUPPORT:**

If deductions are currently being withheld from your account by WCCS and you gain employment through the Work Release Program, your employer may also receive an order to withhold child support from your work release payroll check. Deductions will be taken per the court orders by both the work release employer and WCCS until a termination order is received in the WCCS Business Office. It is your responsibility to contact the Child Support Agency to have them issue a termination order for the WCCS deduction. Please have them fax it to the WCCS Business Office at (608) 240-3334. Make sure they have your name and DOC# listed on the order.

**DISBURSEMENT REQUESTS (DOC-184):**

To complete or submit a disbursement request:

1. Be sure all information on the disbursement request is complete and legible.
2. Sign and date the request before submitting.
3. Make sure that you have the correct postage when an envelope is needed to process your request (non-DOC vendor purchases, money to family, or sending documents to court).
4. Attach the envelope to the disbursement request or place the disbursement request inside the envelope.

Authorization/Approval:

1. Disbursement requests are reviewed by designated center staff.
2. Generally, disbursement requests will be reviewed by center staff within seven days of receipt.
3. Disbursement requests that are denied by center staff will be returned to you.
4. Approved disbursement requests are mailed to the WCCS Business Office for processing.

Processing Your Request:

1. The WCCS Business Office reviews your request to determine if your request is allowable and if you have sufficient funds for the purchase.
2. You will receive the yellow copy of the disbursement request for your records.

Types of Requests:

1. **Support Requests:** Up to \$25 may be mailed to one close family member once per month. Make the request payable to the family and include an addressed, stamped envelope. "Close family member" under ss. DOC 309.08 and 309.41 to 309.49 is defined as the inmate's natural, adoptive, step and foster parents; spouse; children; grandparents; grandchildren or siblings.  
The Program Supervisor or Superintendent must approve a request to send more than \$25 to a close family member. Provide an explanation for the increased amount along with the disbursement request. If approved, the Superintendent may require you to match the amount of money approved to pay off a court ordered financial obligation.
2. **Copies:** The cost for copies is \$0.15 per page. Submit a disbursement request to designated center staff. Indicate the number of copies requested and attach the documents to be copied to the request. Staff will calculate the amount once the copies have been made. An envelope is not needed.
3. **Photos:** The cost for photographs is \$2.00 per photograph. Make the request payable to the Photo Project.
4. For any other type of disbursement request, ask center staff for assistance in completing the form.

I WANT TO:   X  PAY A BILL
TO: Company Name - WISCONSIN DEPT CORRECTIONS
Account number – Insert Inmate # AND <u>LAST</u> NAME
Attention – WIDOC WI



**MONEY ORDER TRANSACTIONS:**

1. Only money order transactions are accepted. No checks, cash, traveler's checks or foreign currency are accepted.
2. Money orders must be made payable to you and must include your DOC # and the center name.
3. The sender's complete name and return address must be included on the upper left corner of the envelope.
4. Do not include correspondence with the money order. Mail all correspondence directly to the center.
5. Incomplete money orders will be returned to the sender.
6. Money orders must be mailed to:

WCCS Business Office  
PO Box 7959  
Madison, WI 53707-7959

7. In the event that a money order is received at the Center, you will be called by a staff member. You will need to provide a postage-paid envelope and the money order will be sent to the original sender in the envelope you provide. Center staff does not forward money orders to the WCCS Business Office.
8. Upon receipt in the WCCS Business Office, accepted money orders will be posted to your regular account and a receipt mailed to you at the center. The transaction will also be listed on the Trust Account Statement provided to you by center staff.

**PAYROLL:**

Payroll is processed bi-weekly. You will be paid for the number of expected hours of work for your work assignment. After payroll has been processed and you receive your biweekly Trust Account Statement, verify that your payroll is correct. If you find any discrepancies, write to the Office Support Staff stating what the discrepancy is. The information will be verified and corrected if needed.

**RELEASE INFORMATION:**

7-14 work days prior to your release from DACC, your account will be closed. Your agent determines if you will be released with all of your funds or if your funds will be managed by your agent for reasons noted on the DOC 0015-"Offender Release Authorization". You will also receive further closeout information from the Office Support Staff upon the closing of your accounts.

The WCCS Business Office will hold up to \$75.00 from your funds available at release to cover purchases not yet received. A final close out of the trust account will be completed once all transactions have been posted to your account. This may take up to 6 weeks if you were on work release.

**BUS TICKETS:**

At least 45 days prior to your expected release, complete an interview request and submit to your social worker, indicating your release date and where you need to go. If you are being released to an out-of state placement, information will be sent back to you regarding the amount of the ticket and the procedure for submitting a disbursement request.

<b>INMATE PHOTO SERVICE</b>
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Drug Abuse Correctional Center allows inmates to purchase photos for family, friends or themselves. This service will be closely monitored and regulated by staff. All center rules and regulations regarding appearance and visitation will be followed.

Inmates may have digital photographs taken during visits in the visiting room or areas of the facility if determined appropriate by the Superintendent.

Photo service activity will be under the general supervision of the Visiting Room Sergeant.

Photo Guidelines:

- You must have adequate funds in your regular account to request to purchase photos.
- A DOC-184, made payable to Drug Abuse Correctional Center Photo Project, must be completed and approved by staff prior to obtaining photos.
- The cost of each photo is \$2.00.
- Visitors may not pay for photos.
- Only the center's digital camera will be used.
- Only the individual inmate and his approved visitors for that day may be in the picture.
- No obscene gestures, displays of affection, symbols or stances, etc., are allowed.
- Only those photos displaying authorized and acceptable images will be allowed.
- You may stand, sit or kneel for photos.
- Nothing, including sunglasses, may be worn or hung from any part of the body or clothing during photos.
- Nothing may be held in the hands, under the arm, etc.
- You may view the photo taken and request one retake if the photo image is not acceptable. The inmate photographer will delete the rejected photo prior to printing the acceptable photo.
- All photographs will be reviewed by staff to make sure they meet these guidelines.
- Any photo suspected of being related to a Security Threat Group will be forwarded to the center's Security Threat Group Specialist for review and disposition.
- You may give approved photos to your visitor(s) or take them back to your room.

## LAUNDRY

**FACILITY LAUNDRY:**

1. This facility utilizes BSI laundry services at OSCI for all state issued clothing and linen.
2. Inmate personal clothing cannot be laundered through this service.
3. Only inmates assigned to work in the facility laundry are permitted in the laundry room, which is located near the loading dock.
4. You are responsible for all clothing issued to you.
5. State-issued clothing and laundry is exchanged on a one-for-one basis. You must turn in an item to receive the same item.
6. Any knots must be removed prior to turning in your sheets
7. Upon your release from the center, you are to return all state issued clothing and laundry items to the institution laundry.
8. Laundry Exchange: Laundry is exchanged daily between the hours of 7:30 AM- 9:00 AM.

Day	Item Exchanged
Saturday	Linens

**UNIT WASHERS & DRYERS FOR PERSONAL USE:**

Washers and dryers are available for the laundering of personal clothing. Only unit Laundry workers may enter the Laundry rooms. Laundry bags that are issued by the center shall be used to turn your items into the unit laundry. The unit Laundry worker will complete the laundering process and return the items and laundry bag to you. You will be notified by the Laundry worker when your drop off time is.

**UNIT LAUNDRY INSTRUCTIONS:**

1. Unit laundry machines are available for use from 8:00 am to 10:00 pm daily, as scheduled by the unit laundry worker(s).
2. Only laundry detergent is to be used as a cleaning agent in the washers. Use of dish soap, shampoo, or hand soap is not allowed.

3. Do not add water to the washer for any reason.
4. Do not dry footwear in the dryer (shoes/boots/slippers).
5. All dried clothing must be removed from the dryer immediately.
6. Make sure equipment is off after use.
7. Leave the laundry room clean and orderly; clean up after yourself.
8. Report all equipment problems to security staff.

## **LIBRARY**

You have access to an electronic law library and job search on identified computers. A Legal Assistance to Institutionalized Persons (LAIP)/ Remington Center Desk Reference is also available. Please review applicable policies regarding the use of USB flash drives and storing legal documents (300.00.15 Development and Use of Inmate Portfolio, 300.00.67 Digital Formatted Legal Materials, and 309.15.01 Institution Law Library).

DAI policy 300.00.15 allows you to obtain one USB flash drive to store electronic file copies created during your participation in the pre-release curriculum. The policy does not allow you to store any personal documents or legal documents on your flash drive. DAI policy 300.00.15 permits you to have digital legal materials, but the legal materials must be received and stored on read-only CD's or DVD's. The use of USB flash drives for legal materials is prohibited.

Library materials will be accessible to all inmates in accordance with DAI and center guidelines. Use of the library is available to inmates as scheduled by unit. The library schedule is posted on the unit bulletin boards. A total of 4 items may be checked out at one time. Items may be checked out for a period of 4 weeks. Loss of, damage to, or failure to return items may result in disciplinary action, including restitution and/or suspension of library privileges. A computer and/or typewriter may be available for use while at the center.

## **LIMITED ENGLISH PROFICIENCY**

Limited English Proficiency (LEP) population guidelines of the U.S. Department of Justice require translation of written forms, signs, notices and publications to meet the needs of LEP individuals. Currently, only Spanish-speaking inmates meet the five percent threshold within the DOC. Center staff will request you identify your primary language at different times while at the center consistent with DAI 300.00.61 Limited English Proficiency (LEP) Inmates policy.

You may request LEP services by one of the following methods (regardless of primary language and/or skills).

1. Submit DOC-2592 DAI Request for Assistance in Spanish, to staff.
2. Request language assistance in writing in your primary language (may require translation to English to facilitate staff processing of request).
3. Request language assistance verbally in your primary language (may require interpretation into English to facilitate staff processing of request).

## **MAIL REGULATIONS**

All mail, sent or received, must be processed through the center mailroom. Centers do not accept "Postage Due" mail. Please advise correspondents the correct postage must be on their mail. A completed DOC-238 Consent to Receive Mail must be on file to receive mail. You may write and receive correspondence from anyone as long as the person has not been denied and the correspondence does not violate Federal, State,

DOC or center policies and procedures. There is no limit on the number of letters sent out or received. You may possess up to 25 personal letters at any given time.

With the exception of the parties listed in Administrative Code Ch. DOC-309, staff may open and inspect all mail received at the center.

Staff may confiscate any correspondence believed to contain contraband. If contraband is found or if there is any other violation of rules, disciplinary action may be taken, up to and including suspension of mail privileges and/or referral for prosecution. Staff may inspect legal mail, if you refuse to show staff the contents of the envelope or package.

#### **INCOMING MAIL:**

1. To avoid delays in the delivery and processing of incoming mail, all correspondence you receive should include your complete incarcerated name and DOC number as part of your address. Inform those who write you to include this information when addressing any correspondence to you.
2. Mail will generally be delivered prior to the lunch meal.
3. If incoming mail is denied, both the sender and receiver will be notified.
4. If you transfer to another institution, mail received at the center will be forwarded to you.
5. Prior to your release, you must provide a forwarding address if you wish to have your mail forwarded. It is your responsibility to notify magazine or newspaper publishers of your new address.
6. If no forwarding address is available or if mail received is not properly addressed, the item will be returned to the sender.
7. Legal mail is subject to staff inspection in your presence.

#### **OUTGOING MAIL:**

1. The return address on the item you are mailing must include your complete incarcerated name, DOC#, center name, street address, city, state and zip code. Items without this information will not be mailed and will be returned to you.
2. Mail addressed to another inmate may not be sealed. Any other outgoing mail may be sealed, with the exception of items needing additional postage.
3. Outgoing mail may be opened and inspected for contraband.
4. As directed in Administrative Code Ch. DOC 309, mail will be stamped to indicate the mail is coming from the Wisconsin state prison system.
5. No drawings are allowed on the envelope or package.
6. Outgoing mail must have correct postage on each item. If additional postage is necessary, a DOC-184 payable to State Collections may be used in conjunction with the stamp for additional postage. Envelopes are to be left unsealed with the disbursement request placed inside and folded over (see disbursement request procedures #9).
7. When sending certified, registered, overseas, airmail or other packages you may submit a DOC-184 for the total amount of postage due (see disbursement request procedures).
8. If you do not have sufficient funds to cover the additional postage, the item will be returned to you.
9. If outgoing correspondence is denied, you will be notified.
10. All outgoing mail is individual inmate mail, multiple inmates may not jointly mail out an item, unless given staff permission.
11. To send a letter by certified mail, attach a DOC-184 payable to State Collections. There is an additional charge for certified mail. You should anticipate additional processing time when sending out certified mail.
12. All outgoing mail is to be placed in the center inmate mail boxes located by the Core Control Centers on each floor.

#### **INMATE-TO-INMATE MAIL:**

1. Inmate-to-inmate mail will be submitted unsealed.
2. Staff will read incoming and outgoing inmate-to-inmate mail.

3. Mail with a "Legal Mail" notation on the envelope or its contents, is not excluded from review until staff have verified the claim of legal discussion by reading a portion of the correspondence.
4. If an envelope labeled "Legal Mail" is submitted sealed, it will be opened by staff in your presence.
5. In order to properly identify inmate-to-inmate mail, the return address on the envelope must contain your complete incarcerated name, DOC#, name of the center, street address, and city, state and zip code. Envelopes without this information will be returned to you.
6. If the envelope does not identify the sending inmate, it will be opened and reviewed by staff to attempt to determine the sender.

#### **PARCELS:**

1. All packages, parcels, or any items other than correspondence shall be subject to inspection for contraband.
2. Items that are not permissible are contraband and will be processed in accordance with Administrative Code Ch. 303 and Ch. 306.

### **MEALS & DINING ROOM REGULATIONS**

#### **MEAL TIMES:**

Breakfast	7:00 a.m. (after count clears)
Lunch	11:30 a.m. (after count clears)
Dinner	4:30 p.m. (after count clears)

#### **MEAL REGULATIONS:**

1. When count is cleared, meals will commence. The Unit Sergeant will notify inmates when it is time to proceed to the dining room.
2. Full greens (pants and shirts) will be worn (except during periods of announced high heat indexes, where a t-shirt may just be worn vs. the green shirt but the t-shirt must be tucked in pants) socks and appropriate footwear for all meals. Same clothing requirement is applied to personal clothing, as applicable through the incentives program.
3. When called, inmates wishing to eat will walk single file towards the dining room.
4. You are not permitted to lean on walls, place feet on walls or have any part of your body come into contact with walls while waiting in line for meals.
5. All food items will be served from the serving line to ensure the highest degree of sanitary conditions is maintained. Once you have left the serving line, you cannot return, unless given specific permission from staff.
6. Do not ask for extra food. You are expected to take only food items you expect to eat.
7. You are not permitted to give away or trade food items while in the serving line. If you choose to exchange food items, you may do so only at the table at which you are seated. No exchanging of food can occur between tables or while walking to or from tables.
8. Once seated at a table, you are not permitted move to another table or switch seats.
9. If you have a complaint, report it to the Sergeant on duty. Do not direct complaints to the inmate food service workers.
10. Nothing is to be taken from the dining area back to your room, except one piece of fruit when it is on the menu (must be eaten the same day).
11. The only personally owned condiments which may be brought to the dining room for personal use during meals are hot sauce, a salt substitute or seasoning (only one hot sauce and one seasoning combined, totaling two).
12. No personal cups or containers are permitted in the dining room, during meals.
13. You are not to enter the dining area at any time between meals without permission from staff.
14. No food is provided between meals.

**RELIGIOUS DIETS:**

You must complete and submit a DOC-2167 Religious Diet Request to the Captain to be considered for a religious diet. All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.

**MEDICAL DIETS:**

You must receive authorization from Health Services staff for a medical diet. In general, many dietary concerns may be met by self-selection from the standard menu.

**EARLY MEAL TIMES:**

Early meals may only be approved by the Superintendent or a Captain.

**SAVED TRAYS:**

Sergeants will determine who is eligible for a saved tray. Staff will assist you in obtaining the saved tray. You may not enter the dining area without staff permission.

**BAG LUNCHES:**

If you are working outside the center during a meal time, you will be provided a bag lunch and you are not entitled to a saved tray. You are authorized to receive one bag lunch per meal that will be missed.

<b>PERSONAL HYGIENE AND HAIRDRESSING</b>
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You are expected to maintain your personal hygiene. This includes personal cleanliness, grooming, and regular exchange of state-issued clothing, bedding, and the laundering of your personal clothing. It is your responsibility to follow all policies, procedures, and staff directives to meet personal hygiene standards.

**BASIC HYGIENE KIT:**

Upon arrival at the center, if you do not have basic hygiene items **and** you do not have sufficient funds in your account, you may obtain a basic hygiene kit from the Sergeant.

A basic hygiene kit includes:

- Razor
- Comb (small)
- Toothpaste
- Deodorant
- Soap
- Shampoo

**RESTROOMS:**

1. Use of the restroom during non-dayroom hours is limited to toilet/urinal use and hand washing.
2. No loud or disruptive talking is permitted.
3. Feet are not to be placed in the sinks. Religious issues with foot washing are to be carried out by using a washcloth, foot basin or the shower.
4. During non-dayroom hours only six (6) inmates are permitted in the restroom at a given time. The only exception to this is from 5:00 am to 7:00 am for kitchen workers, persons going off grounds, etc.
5. Brushing/flossing of teeth can occur during non-dayroom hours, commencing at 5:00 am.

**SHOWER PERIODS:**

1. You are expected to shower a minimum of every other day, unless medically excused.
2. Showering is not permitted during lunch/supper meals or count times. Showers open each day at 6:00 am for use and close for the evening at 11:00 pm.
3. Showering is limited to 10 minutes in length.
4. Staff may direct you to shower any time it is determined you are creating a health hazard or are offensive to others.

**HAIR RESTRICTIONS:**

1. No Security Threat Group related haircuts.
2. No sculpting designs, lines, numbers, letters, or symbols.
3. No dying or bleaching.
4. No hair extensions.
5. Shaving of the head must be the total. Partial shaving is not permitted.
6. Mohawks, punk or new trend street styles are not allowed.
7. Tufts or tails are not permitted.
8. Braiding of your hair must be from front to back.
9. If you arrive at this facility with an unauthorized haircut or receive one while here, you will be required to have your hair cut in order that the cut is acceptable.
10. The Superintendent or the Captain will determine the appropriateness of questionable haircuts.

**INMATE-TO-INMATE HAIR CARE:**

1. You must have staff permission to do another inmates hair.
2. Hairdressing will only be allowed in the inmate bathrooms.

<b>PREA</b>
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**You have the right to be safe from sexual violence**

The Prison Rape Elimination Act of 2003 (PREA) was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. To be in compliance with PREA, the DOC must assure that all applicable state and federal laws and policies on sexual assault of adult and juvenile offenders are enforced.

The DOC has a zero-tolerance standard regarding sexual contact, sexual assault and sexual harassment of adult and juvenile offenders. Federal law, State law, the DOC and sound correctional practice prohibit:

- Adult and juvenile offenders from engaging in any type of sexual behavior with each other while in custody.
- Corrections employees from engaging in any sexual behavior with inmates or offenders while under the custody and control of the DOC [WI DOC Executive Directive 16-A: Staff Sexual Assault of Offenders and Wisconsin Statute 940.225(2) (h)].

Report any assaults or misconduct that are sexual in nature to any staff member and/or call 777 immediately for assistance. Please also refer to your PREA handbook and any postings in the center for additional assistance if needed. If you have lost or misplaced your PREA handbook, please request a new one.

## **PROPERTY**

You are responsible for the property in your possession. This section contains only a portion of the rules regarding property. You may refer to the DAI 309.20.03 Inmate Personal Property and Clothing, available in the library, for further content and size limitations.

### **PROPERTY REGULATIONS:**

1. All personal property must be recorded on your property inventory form prior to possession.
2. You may not exchange, trade, sell, loan, or give away any article of your personal property.
3. Alteration of state-owned or personal property is not permitted.
4. All property items must be purchased from a DOC approved vendor.
5. Clothing or property cannot be dropped off by family/friends. The only exception is appropriate release clothing. Clothing dropped off for this purpose can only be dropped off on the actual day of release, after 8:00 am.
6. Release clothing may be purchased/received 30 days prior to release. Clothing can be obtained through your Social Worker from Goodwill if indigent, via commercial carrier or via family or friends. The property Sergeant will call inmates to property to test fit clothing received for release but all release clothing will remain in the property room until the day and time of release.
7. You may not purchase property and have it sent to another location.
8. In the event you are transferred from the center to another institution your personal property must be in compliance with the receiving institution's property regulations. Disallowed items may be shipped out at your expense or destroyed upon request. Only allowed property items will be transferred to a receiving institution.
9. The property Sergeant will process all packages received from the US Mail and commercial carriers.
10. The property Sergeant will contact you when your property is ready for pick-up.

### **ITEMS RECEIVED THAT ARE NOT APPROVED:**

1. Items received at the center for you and not approved must be returned to the retail outlet at your expense, sent out on a visit or shipped at your expense to a person on your visiting list within 30 days, or destroyed.
2. Hazardous or dangerous items will not be stored by the center and must be disposed of immediately.

### **DAMAGED OR ALTERED PROPERTY:**

1. The property Sergeant controls all records of personal property.
2. If you choose to dispose of or destroy any of your personal property, you must have staff permission and complete a DOC-237.
3. Lost or stolen property must be reported to staff. Staff will document the loss and update your property inventory form.
4. You must wait 90 days from the date the item was reported lost or stolen before being allowed to receive replacement items.

### **MONETARY SPENDING LIMITS:**

1. The cost of electronic items or musical instruments shall not exceed \$350.00 each, including tax and shipping costs.
2. The cost of prescription eyeglass frames shall not exceed \$125.00, including tax and shipping costs.
3. The cost of all other individual property items shall not exceed \$75.00 each, including tax and shipping costs.
4. Receipts from the merchandise vendor/supplier are required for all items received.
  - a. Receipt must arrive with the item and must show the cost of each item.



## RECREATION

### **DAYROOM ACTIVITIES**

1. Dayroom activities are generally available during the following times but may be subject to change as announced by staff:  
7:10 am – 11:20 am (or after the 7:00 am count clears) Dayroom use during this time period is only for program activities, quiet study, etc. No game playing is permitted during the week with the exception of holidays.  
11:40 pm – 4:20 pm (or after the 11:30 am count clears)  
4:40 pm – 8:50 pm (or after the 4:30 pm count clears)  
9:10 pm – 11:00 pm (or after the 9:00 pm count clears. End time may be extended through program incentives, based on individual inmate incentives earned).
2. Dayroom television use is not permitted between the hours of 7:00 am and 5:00 pm, Monday through Fridays, excluding holidays, with the exception of specific program authorized activities.
3. Additional dayroom time in the evening may be granted as part of the incentives earned.
4. You are not permitted to sleep in the dayroom.
5. A maximum of four inmates are allowed at each table.
6. You are not permitted to sit on tables, place feet on tables or walls and will sit in provided chairs with all four legs remaining on the floor. Leaning back in chairs is not permitted.
7. You may bring a cup/drink into the dayroom. You are responsible to clean up any spills or mess. Food items may only be brought into the dayroom for heating in the microwave and then must be taken back to your room to eat.
8. Casual wear (i.e., shorts, t-shirts, tank tops with socks and footwear) may be worn in the dayroom. No sandals or shower thongs are permitted in the dayroom.
9. Slapping of cards, dominoes, etc., is not permitted and may result in your removal from the dayroom, as necessary. All games will be played at moderate tones/volume.
10. The television programming is selected by the majority of those wishing to watch programming. Volume will be kept at a moderate level, no higher than 20 on the volume scale.
11. Ice is available for your use. Ice chests are filled in the kitchen, generally after meal completions under staff direction. They may be filled at additional times as staff are available and/or other activities do not interfere. No large containers may be used when gaining ice, only cups may be filled.
12. Dayrooms may be closed at times to accommodate program groups or activities, at the discretion of staff facilitators.
13. All conversations will be kept at moderate conversational tones, yelling, shouting, singing, etc., is not permitted.
14. All provided dayroom related equipment will be used in the manner in which they were intended/manufactured.
15. You are permitted to bring personal or library books (limit is 4) to the dayroom, 2 magazines or 2 newspapers.
16. You may bring personal games (i.e., cards, checkers, chess, etc.) to the dayroom. This facility is not responsible for any loss, theft or damage as a result.
17. Facility provided games must remain in the dayroom, you are not permitted to take them to your room.
18. The dayroom kitchenette areas, including but not limited to the microwaves, hot water dispensers, games, etc., are only available for use during dayroom availability times.
19. Microwaves may only be used by one inmate at a time. No metal, state food, dishes or utensils will be allowed in the microwave. Microwaves are to be turned off when not use and not left running with no items in them, as this may result in their being damaged. You are responsible to clean the microwave should any spillage occur.

## **INSIDE RECREATION**

1. Inside recreation includes the weight room and wellness/fitness room.
2. You may only use these rooms when your unit is scheduled.
3. Schedules are posted on the unit dayroom bulletin boards.
4. The total capacity of inmates permitted in each room is posted on the door to each room.
5. You may only use the north side door(s) for entrance and exit to and from these rooms. The south side doors are for emergency exit only.
6. All equipment will be used in the manner in which it was designed/intended.
7. No cups, mugs, bowls, food, etc., are permitted in the weight room or wellness/fitness room.
8. Videos for use in the wellness/fitness room can be obtained from your respective floor Sergeant and must be returned at the end of each scheduled period.
9. You must wear a shirt/tank top and pants or shorts and footwear with socks during recreation. The waist line of pants and shorts will be worn at or above your waist. Your shirt does not have to be tucked in while attending inside recreation. Being shirtless is not permitted.

## **OUTSIDE RECREATION:**

1. There is absolutely no contact with the public; this includes talking, waving, holding an arm up with a hand closed or open, passing notes, or any type of gestures used with the body or an object. Nor are you permitted to communicate with inmates from WCC, or patients from WRC or WMHI.
2. The recreation field is open for your use during daylight hours. Generally, it is available from 7:00 am (after count clears) until dusk, less count times, severe weather, etc. General rule of thumb is that the recreation field is not open for use when the high mast lights are on at the Wisconsin Resource Center (WRC).
3. You must wear a shirt/tank top and pants or shorts and footwear with socks during recreation. The waist line of pants and shorts will be worn at or above your waist. Your shirt does not have to be tucked in while attending outside recreation. Being shirtless is not permitted.
4. You are not permitted to go beyond the posted signs beyond the track, unless involved in a staff supervised activity.
5. When walking/jogging on the track, all inmate movement is counter clockwise.
6. You are to sit at picnic tables in a normal fashion, no sitting on top of the tables, lying on top of the tables, or straddling the bench of the table.
7. You are not allowed in or around parking lots, vehicles, and dumpsters, areas on the North, East or South of the building and all areas north of the driveway without approval.
8. A personal cup/mug is allowed to be taken outside for water. Cup/mug must be empty when going to and from the building. Water is provided on the recreation field.
9. Food items are not allowed.
10. Areas outside of the posted boundaries are off limits, unless specifically authorized by staff.
11. There is a recreation box outside which holds miscellaneous recreation equipment such as but not limited to basketballs, horseshoes, etc. You are responsible to return any and all items you remove from this box prior to leaving the recreation field.
12. Basketball is limited to half-court use only. No full-court basketball is permitted.
13. You may bring a personal musical instrument to use on the recreation field but only the instrument, no carrying cases.

## **HOBBIES:**

1. You must register with the property Sergeant to participate in music or hobbies.
2. You may only be registered for two hobbies at one time.
3. Musical instruments are allowed to be used in your room between the hours of 8:00 am and 9:00 pm, if the instrument is headphone adaptable and only with headphones. All other use or types of instruments may only be used as scheduled in the dining room or outside if given permission by staff.
4. Please see DAI Policy 309.36.01 Leisure Time Activities for more detail.

## **REENTRY**

### **Reentry Vision Statement:**

Promote public safety and offender success from admission to custody through reentry and supervision in the community.

The public is best served if you are not only held accountable for your actions, but also have the opportunity to become a law abiding and successful member of the community when released. The goals of reentry are crime reduction, fewer new crime victims, reduced state and local criminal justice costs, and safer families and communities. To accomplish these goals, reentry programs at the center are made available to you for participation, such as, the pre-release curriculum modules, attaining obtaining an ID and vital documents, establishing portfolios, parole planning, and JobNet searching.

The Department's reentry initiative means that we engage offenders, as early as possible and challenge them, motivate them, and encourage them to change. Effective offender reentry also includes quality risk assessment and strong supervision practices proportionate to the level of risk to the public safety. We also focus on key factors that help offenders succeed and become law abiding citizens-including employment, alcohol and drug treatment, housing, and positive support from families and organizations.

## **RELEASE PROCEDURES**

Your Social Worker will coordinate your authorized release with you and your Division of Community Corrections Agent.

Prior to your release the following will occur:

1. You will need to provide release plan information to your Social Worker.
2. You must sign your Rules of Supervision.
3. You will be informed of the date of your release.
4. Release clothing must be purchased at least 30 days before your release.
5. If you do not have any clothing to wear upon your release, you will be permitted to leave in state issued green clothing.
6. If you are taking a bus home you are limited as to size and numbers of boxes allowed on the bus. The property Sergeant will ensure you have the correct size box.
7. You must mail out your remaining property before your account is closed.
  - a. Sergeants will help you pack and mail your property.
  - b. Sergeants will pack your remaining property the day/night before your release.
8. You are required to have your photo taken before you are released.
9. You are required to provide a forwarding address.
10. On the day of your release staff will give you your release check and personal property (ID, driver's license, birth certificate) should you have funds or personal property. You will also be given copies of relevant release documents, health summary, etc.
11. If taking a bus, staff will transport you to the bus station, where they will remain with you, until such time as you and the bus departs.

## RELIGIOUS PROGRAMMING

Religious practices must comply with DAI 309.61.01 Religious Beliefs and Practices.

WCCS does not employ Chaplains. You may contact the Captain or Superintendent with your questions. Volunteers assist with a variety of services and studies. Check the center bulletin boards for religious services and times.

Inmates are not allowed to lead or conduct a religious service or study group.

## ROOM & BUILDING CONFINEMENT - MISC

### **ROOM CONFINEMENT:**

1. Room confinement is based on 24 hour periods. During room confinement inmates are only permitted to:
  - a. Use the bathroom with staff permission
  - b. Attend visits
  - c. Attend religious services (bible studies, pipe ceremonies are not services)
  - d. Attend work or program activities
  - e. Use the ice machine, gain water and unit laundry with staff permission
  - f. Shower, with staff permission
  - g. Utilize the dining room for meals
  - h. Health services appointments
2. During room confinement inmates are not permitted to:
  - a. Attend recreational or social activities
  - b. Visit with other inmates outside their assigned cell
  - c. Attend library unless specific supervisory permission is given to law library
  - d. Use the dayroom
  - e. Use phones
  - f. Use the rec field
3. Unless loss of electronics is specifically included in the disposition, inmates can retain their personal electronics while on room confinement.

### **BUILDING CONFINEMENT:**

1. Inmates who are under this disposition are confined to the unit to which they are assigned, with the following exceptions:
  - a. Attend work assignments
  - b. Scheduled program assignments/activities
  - c. Visits
  - d. Religious services (bible study, pipe ceremonies are not services)
  - e. Health services appointments
  - f. Law library
3. Unless loss of electronics is specifically included in the disposition, inmates can retain their personal electronics while on building confinement.

### **LOSS OF DAYROOM:**

1. Inmates may not engage in any activity involving the dayroom.
2. Inmates can gain ice or water and unit laundry with staff permission.
3. Inmates may not use the microwave.
4. Inmates may not use the phones.

**LOSS OF RECREATION:**

1. Inmates are prohibited from attending any recreational activities held in the weight room, recreation field and program related recreational/exercise activities.
2. Unless specifically mentioned as part of the disposition, inmates may attend library.

**SECURITY MONITORING****SURVEILLANCE OF INMATE ACTIVITIES:**

DAI 306.00.01 Electronic Monitoring Surveillance establishes guidelines for the electronic monitoring and recording of inmate activities without your awareness. It does not apply to staff observations, exposed cameras, intercoms, or other monitoring systems of which inmates should be reasonably aware.

Through this form of surveillance, the institution will gather information on inmate activities that may jeopardize institution security. These activities may include drug dealing, gang and disruptive group activity, or other illicit activity. Information gathered may be used in any fashion deemed appropriate by the DOC, the center, or law enforcement authorities, to include but not limited to, administrative action, due process, program review, parole hearings and criminal prosecution.

**SEARCHES:**

1. Strip Searches
  - A full strip search of your person can be conducted at any time, either randomly or for cause in accordance with DOC 306.17 (2).
  - A strip search is done for the security of the center, not to embarrass or ridicule you.
2. Pat Searches
  - A pat search may be conducted at any time, either randomly or for cause.
3. Room Searches
  - A room search may be conducted at any time, either randomly or for cause.
  - Any contraband found will be removed from your room.
  - You will receive written notification of any confiscated items.

**URINALYSIS (UA) / BREATHALYZER:**

1. Urine and breath tests will be conducted at any time, on a random or for cause basis.
2. If you are unable to submit a urine sample you will be provided water and a limited amount of time to produce a urine sample. You will be required to wait in a designated area during this time.
3. You may request a confirmation test if UA results are positive.

**SECURITY THREAT GROUPS**

Security Threat Group activity in any form is prohibited. If you are found to be in possession of, wearing, manufacturing, or distributing any gang related materials or participating in gang related activities, you will be issued a conduct report.

Examples of security threat group activity include but are not limited to the following:

1. Wearing any item of clothing that symbolizes a gang, whether by color or design.
2. Haircuts and braiding which incorporate gang symbols or signs.
3. Possession of any written or printed material that details the code of ethics or dogma of a gang, or other group, not specifically authorized for membership within this center.

## **SMOKING/USE OF TOBACCO PRODUCTS**

All WCCS centers are smoke-free and tobacco-free facilities and recognize tobacco products and smoking materials, in any form, as contraband. The possession and/or use of tobacco products and smoking materials are not allowed while on center grounds or at any off grounds activities.

## **TELEPHONE PROCEDURES**

You may only communicate using approved methods. Use or possession of a cellular phone or unauthorized telecommunication device and using any communication device located at a worksite is strictly prohibited.

A Social Worker may authorize special or emergency calls. A flat fee of \$5.00 per call will be charged to you for a 15 minute call & a flat fee of \$10.00 for International calls. A disbursement is to be completed at the time of the call to pay this fee.

Inmate phones are provided for your use and are subject to the following rules:

1. All telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
2. All calls are collect in nature, charged to the party you contact.
3. Phones are available for use from 7:00 am (after the 7:00 am count clears) to 11:00 pm daily, with the exception of count times, floor cleaning and/or as otherwise directed.
4. At no time can phone calls interfere with program or work assignments. You are responsible for scheduling your calls around these activities.
5. Casual wear (i.e., pants, sweatpants, t-shirts, shirts, tank tops, sweatshirts with socks and footwear) may be worn when using unit phones, as the area where the phones are located is considered an extension of the dayroom. No shorts, sandals or shower thongs are permitted while using phones.
6. Call length is limited to 30 minutes each.
7. There is no limit on the amount of phone calls you can make; however; no back to back phone calls are permitted. Once finished with a call, you are expected to hang up the phone and leave the immediate area. You must wait a minimum of 30 minutes in between calls.
8. You are required to use your assigned DOC PIN. Use of any other inmates' PIN is prohibited.
9. Only those numbers listed on your approved visiting list may be called.
10. You will need to complete a telephone request add or delete form and forward it to the DACB Business office for processing to add an attorney to your call list.
11. Only one inmate is permitted to use a phone at one time.
12. Use of calling cards or pre-paid phone cards is prohibited.
13. No food or drink is permitted when using the phones.
14. No 3-way calls or call forwarding are permitted.
15. No loitering in the area by the phones is permitted, if not using the phone, you cannot be in the area.

### **ATTORNEY TELEPHONE CALLS**

Approved and authorized telephone calls to an attorney will not knowingly be monitored or recorded.

All attorney calls not placed through the collect call system must be coordinated through your Social Worker. If not collect in nature, you will be subject to the flat fee of \$5.00 per call for which a disbursement must be completed prior to the call occurring.

### **TELEPHONE PROBLEMS:**

If your friend or family member is experiencing problems receiving phone calls from you, please have them contact the Correctional Billing Services at (800) 844-6591 or online at [www.securustech.net](http://www.securustech.net).

## **VISITING REGULATIONS**

The Department of Corrections encourages visitation of an inmate's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

### **VISITING HOURS:**

<b>Wednesday</b>	<b>3:00 PM till 9:00 PM</b>
<b>Saturday</b>	<b>8:15 AM till 3:30 PM</b>
<b>Sunday</b>	<b>8:15 AM till 3:30 PM</b>
<b>Holidays</b>	<b>8:15 AM till 3:30 PM</b>

**Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours. Visits will end approximately ten minutes prior to close to allow you to say goodbye and clean up the table.**

**Note: Visits are limited to three, three hours visits a week. Only one visit may occur in a day unless receiving additional visiting time as part of the incentives program.**

### **HOLIDAY VISITS:**

1. Visits may occur on recognized holidays.
2. Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
3. WCCS recognizes the following holidays for visiting purposes:
  - New Year's Day                      January 1
  - Martin Luther King Day            Third Monday in January
  - Memorial Day                        Last Monday in May
  - Independence Day                  July 4<sup>th</sup>
  - Labor Day                              First Monday in September
  - Thanksgiving Day                  Fourth Thursday in November
  - Christmas Eve                        December 24<sup>th</sup>
  - Christmas Day                        December 25<sup>th</sup>
  - New Year's Eve                        December 31<sup>st</sup>

### **VISITING RULES:**

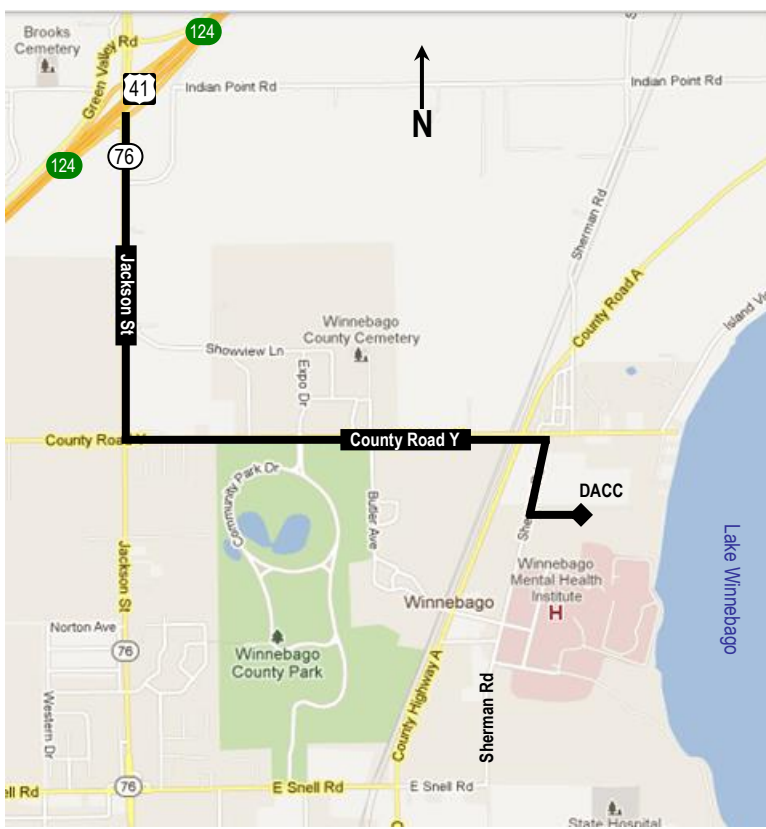
1. All visitors must complete the DOC-176 Request to Visit Offender form.
2. You are not permitted to pass or receive items during a visit without authorization from staff.
3. You must check in with the visiting room Sergeant when arriving for your visit and at the end of it.
4. All visits will be assigned tables by the visiting room Sergeant. Neither you nor your visitor is permitted to change seats once assigned.
5. You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
6. Inmates are required to sit directly across the table from their respective visitor(s).
7. Inmates and visitors must keep both hands above the table at all times. Hand holding is permitted but this is the only contact allowed during the duration of the visit.
8. You are not allowed to leave the visiting room for any reason while on a visit.
9. You must remain seated during the duration of the visit with the exceptions of restroom use or photos.
10. You are not permitted to handle money or use the vending machines. Your visitor(s) is the only one who can handle money and/or operate the vending machines.

11. No personal mugs, cups or bowls are allowed on a visit.
12. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.
13. An adult must accompany any visitor under the age of 18.
14. Visiting with another inmate's visitor is not allowed.
15. Visitors are required to use the designated bathroom facilities. You are not to enter visitor bathrooms.
16. You are to use the designated inmate bathroom with permission of staff.
17. Packages, paperwork and containers will not be allowed during visits without prior authorization from the Captain/Superintendent and, when authorized, will be inspected by security staff.
18. No property items for inmates may be brought in on visits.
19. No money orders or certified checks are to be brought in on visits.
20. All food items from the vending machine must be consumed during the visit, as they cannot be brought back to your room.
21. No personal property (including cellular phones, pagers, PDA's, electronic devices or cameras) are allowed in the center except for baby supplies and a maximum of \$20 in cash (for the vending machines). They are only allowed to bring in items as identified in the DACC visitor handbook.
22. Changing of infant diapers is only allowed in the designated visitor bathroom.
23. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
24. The use of offensive, loud, or vulgar language will result in the termination of your visit.

### **SPECIAL VISITS:**

1. Intended as a one-time visit only.
2. Individuals that will visit regularly must be added to your visitor list.
3. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit to the Social Worker at least 10 working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.

### **DIRECTIONS TO THE CENTER:**





**Directions from US 41:**

- Exit #124 WI 76 / Jackson Street
- South on 76/Jackson Street for 0.9 miles
- Left onto County Road Y - follow 1.1 miles east to the stop sign; this is County Road A.
- Continue on County Road Y for 0.1 miles
- Right onto Sherman Road - follow 0.2 miles
- Left into drive for DACC and Winnebago Correctional Center - follow for 1000 feet
- Parking and main entrance are on your right

**VOLUNTARY PROGRAMS**

1. Only approved volunteers may facilitate groups, meetings or services.
2. Participation in religious and therapeutic activities is voluntary.
3. Off ground requests must be directed to the Captain or Superintendent.
4. You are not to engage in any contact with family or friends during these activities.
5. You are not allowed to make any phone calls at these activities.
6. Inmates must be seated together.
7. Inmates pending approval for off grounds activities are expected to continue to participate in the center meetings. If you do not, you will not receive approval for off-ground activities.